

U. S. DEPARTMENT OF COMMERCE  
OFFICE OF INSPECTOR GENERAL  
**VACANCY ANNOUNCEMENT**

Announcement No: DOCOIG-00-10

Opening Date: July 13,2000

Closing Date: July 28,2000

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o Administrative Assistant           Office of Audits
o GS-303-7/8                        Regional Audits
o Salary: $29,260 - $42,125 p.a.    Denver, Colorado
o Full Performance Level: GS-8
o Competitive Service Position
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WHO MAY APPLY: Status and Non-Status Applicants

THIS POSITION MAY BE FILLED UNDER A COMPETITIVE EXAMINING AUTHORITY DELEGATED BY THE U.S. OFFICE OF PERSONNEL MANAGEMENT (OPM). NON-STATUS APPLICANTS WILL BE REVIEWED BY THE DELEGATED EXAMINING UNIT (DEU) INSTEAD OF OPM. STATUS CANDIDATES WHO WISH TO BE CONSIDERED UNDER BOTH THE MERIT ASSIGNMENT PROGRAM AND UNDER DELEGATED EXAMINING PROCEDURES MUST SUBMIT TWO COMPLETE APPLICATIONS. IF ONLY ONE APPLICATION IS RECEIVED, IT WILL BE CONSIDERED UNDER THE MERIT ASSIGNMENT PROGRAM.

The Office of Inspector General provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please call (202) 482-4948. The decision on granting reasonable accommodation will be on a case-by-case basis.

RELOCATION EXPENSES: Not Authorized

CONDITIONS OF EMPLOYMENT: Appointment to this position is contingent upon successful completion of a background investigation and ability to obtain and retain a security clearance.

DUTIES: The incumbent serves as Administrative Assistant to the Regional Inspector General for Audits and provides administrative support to other staff members. Assists in office budget formulation, budget implementation, and execution functions. Assists in examining and evaluating monthly accounting and financial reports for accuracy. Assists in compiling cost category estimates and forecasts of fiscal solvency for each category, and assists in maintaining end-of-the year fiscal and obligation control records. The incumbent assists in office administrative oversight of time critical and sensitive audit reports of agency operations and the performance of contractors, grantees, and loan recipients. Prepares sensitive and critical management periodic reports of audit planning, audits in progress, audits issued, recommendation tracking, and audit follow-up. As Property Officer, incumbent is directly responsible for the maintenance of records accountable capital equipment. The incumbent acts as liaison with the Human Resources Division in Washington, D.C. Assists in preparation of periodic personnel status reports. Incumbent also serves as the principal point of contact in procurement matters.

MINIMUM QUALIFICATION REQUIREMENTS: Applicants must have one year of specialized experience equivalent to the GS-6 (for the GS-7), and GS-7 (for the GS-8) level in the Federal service, that has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of this position, and that is typically in or related to the work of this position.

BASIS FOR EVALUATING CANDIDATES: Experience, training, self-development, outside activities and awards. Performance appraisals will be given due weight prior to making a selection decision.

QUALITY RANKING FACTORS: Applicants should submit a separate written statement addressing each quality ranking factor listed below, including specific examples of how your experience and/or education meets each factor. Failure to address each factor could have an adverse impact upon your rating.

1. Ability to organize, coordinate and manage administrative operations in an office.

2. Ability to develop and maintain an organized filing and

archival system to keep records of, and track, program activities, such as information for meetings, reports specific requests for information.

3. Skill in utilizing office applications, such as Windows, Corel WordPerfect Suite (WordPerfect, Quattro Pro, Presentations), E-mail, and the Internet.

4. Skill in writing for the purposes of preparing and editing memoranda, reports, and briefing papers.

5. Ability to work in a fast-paced environment with changing priorities and circumstances.

CAREER TRANSITION ASSISTANCE PLAN (CTAP) APPLICANTS: In order to be referred under the President's memorandum of September 12, 1995, all candidates must meet the three point level (well-qualified) described in the crediting plan which is comprised of the quality ranking factors.

HOW AND WHERE TO APPLY: Submit the forms specified under APPLICATION REQUIREMENTS, to: U.S. Department of Commerce, Office of Inspector General, Human Resources Management Division, Room 7713, 14th & Constitution Avenue, NW, Washington, DC., 20230.

VACANCY ANNOUNCEMENT SUPPLEMENTAL INFORMATION:

THE DEPARTMENT OF COMMERCE (DOC) DOES NOT CONDONE OR TOLERATE DISCRIMINATION BASED ON RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, PHYSICAL OR MENTAL DISABILITY, OR SEXUAL ORIENTATION.

I. APPLICATION REQUIREMENTS:

A. All applicants must:

1. Provide a resume or application (Optional Form-612, Optional Application for Federal Employment, or other written format; e.g. SF-171) that includes information as follows as well as that requested in the vacancy announcement; failure to do so may result in loss of consideration.

2. Indicate vacancy announcement number, title, and grade(s) for consideration.

3. Provide the following personal information and appropriate supporting documentation:

- o Full name, mailing address/zip code, day and evening phone numbers
- o Social security number
- o Country of citizenship
- o Veterans preference (i.e. discharge papers [DD-214] and/or proof of 10 point veteran preference [SF-15])
- o Reinstatement eligibility; highest federal civilian grade held (include job series and dates held)
- o High school, colleges or universities attended (include name, city, state/zip code; date of diploma or GED; majors; types and year of any degrees received)
- o Paid and unpaid work experience related to the job applied for (include job title, series and grade, if federal job); duties and accomplishments; employer's name and address; supervisor's name and phone number; starting and ending dates as month and year; hours per week; salary, and indicate if contact may be made with current supervisor;
- o related training courses with title and year completed
- o Job-related skills, e.g., other languages, computer software/hardware, tools, machinery, typing speed
- o Job-related honors, awards, and special accomplishments, e.g., publications, memberships

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in professional or honor societies, leadership activities, public speaking, and performance awards (give dates but do not send documents

unless requested).

4. Apply at their own expense; applications mailed in government postage-paid envelopes will not be accepted.

5. Ensure timely delivery/mailing of application; applications must be received in the Human Resources Management Division by the closing date specified on this announcement.

6. Meet all eligibility requirements by the closing date of the vacancy announcement.

7. Be a citizen of the United States (or owe allegiance to the United States).

B. Specific Requirements:

1. Applicants who are federal employees should submit a copy of their most recent performance appraisal.

2. Current and former federal employees should submit the latest SF-50, Notification of Personnel Action, documenting their competitive status with the Federal government as proof of appointment eligibility.

3. Applicants with disabilities, disabled veterans, or any other applicants eligible for non-competitive appointment under special appointing authorities not requiring competitive status should clearly specify their special eligibility on their application.

II. SPECIAL REQUIREMENTS FOR CAREER TRANSITION ASSISTANCE PLAN (CTAP) APPLICANTS:

A. Employees wishing to apply under the DOC/CTAP for Displaced Employees must submit a copy of their RIF separation notice; Certification of Expected Separation or other "surplus employee" documentation.

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B. Applicants wishing to apply under the Interagency CTAP for Displaced Employees must submit a copy of one of the following: 1) their RIF separation notice; 2) documentation showing they were separated as a result of

declining a transfer of function or directed reassignment to another commuting area; 3) official certification from an agency stating that it cannot place an individual whose injury compensation has been or is being terminated; 4) official notification from OPM that an individual's disability annuity has been or is being terminated; or 5) official notification from the DOD or National Guard Bureau that employee has retired under 5 U.S.C. 8837(h) or 8456.

### III. GENERAL INFORMATION:

A. Applications will not be returned to applicants.

B. Only selectees will be notified as to the results of a vacancy announcement. Applicants seeking information on the status of a vacancy should call 202/482-4948.

C. For copies of this announcement you may access the internet at <http://www.usajobs.opm.gov/>. General information on the Office of Inspector General may be found at <http://www.oig.doc.gov>.

D. If a vacant position is filled at a grade below the full performance level, the selectee may be promoted without further competition. (This implies no promise or guarantee of promotion.)

G. Qualification requirements in the vacancy announcement are based on the OPM Operating Manual: Qualification Standards for General Schedule Positions; it is available for review in most federal personnel offices.

H. Privacy Act requirements (PL 93-579): The application information prescribed is used to determine qualification for promotion, reassignment, or employment and is authorized under Title 5, U.S.C. Sections 3302 and 3361.

I. The Merit Assignment Plan is available for review at the Human Resources Management Office address listed in the announcement under "How and Where to Apply."